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DIMHRS and Pay

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The Defense Integrated Military Human Resources System (DIMHRS) is an integrated personnel and pay system designed to automate the procedures by which Service Members process personnel requests, receive their pay, allotments and other incentives. DIMHRS will merge personnel and pay activities that will automatically trigger related pay events.

DIMHRS is based on a commercial-off-the-shelf (COTS) product, Peoplesoft®, which has been proven successful in both public and private sectors around the world. The Army made few changes in order to minimize the cost associated with customizing COTS technology.

Therefore, you will occasionally see terms in DIMHRS that are not Army-specific. Terms outside of DIMHRS will not change.

Once DIMHRS is implemented, Soldiers will receive pay twice a month: on the 15th (for the first two weeks) and on the 1st (for the remainder of the month). Pay received on the 15th of the month (example: 15 March) is payment for the first two weeks of work that month (1-15 March). Pay received on the 1st of the month (example: 1 April) is payment for the last two weeks of work from the previous month (16-31 March). There will not be any gap in pay. After Soldiers who have End of Month (EOM) pay receive their final monthly paycheck, they will be paid again on the 15th of the next month.

In DIMHRS, bonuses and incentives will be paid on pay days, and Service Members can elect to have discretionary allotments sent either once per month or each of the two pay periods within the month.

Using the program's self-service functionality, Service Members will be able to initiate a savings bond, designate direct deposit information, and change allotments in DIMHRS. The system will not, however, include access to the Saving Deposit Program Statement; this capability will remain in MyPay.

Pay Slips

DIMHRS is a COTS product, and will include some changes in terminology. For example, instead of a Leave and Earnings Statement (LES), DIMHRS will generate a detailed "pay slip." Using DIMHRS self-service functionality, Service Members can view and print individual pay slips.

In addition, a Human Resources (HR) specialist with appropriate permissions will be able to enter pay slip remarks for a specific individual or department. DIMHRS will subsume the self-service functionality currently available through MyPay for Active and Reserve component personnel, but the capabilities currently available to retiree and DoD federal civilian pay will remain with MyPay after DIMHRS implementation.

Self-Service Pay Functions

DIMHRS self-service functionality enables Service Members to initiate request or process personnel or pay actions. Both military pay and personnel information will be accessible to the Service Member in DIMHRS.

Service Members are responsible for reviewing their DIMHRS pay slip and for the prompt and accurate reporting of changes in their personal circumstances that affect their entitlement to pay or the distribution of their pay to their commander and servicing Human Resource specialist. Service Members will access their pay slip through the self-service functions in DIMHRS.

Using the financial self-service functionality, a Service Member can:

- Start/stop or modify discretionary allotments and savings bonds
- Submit an Employee Withholding Request (Form W-4)
- Submit an Employee Reissue W-2 Request
- Make a Direct Deposit Information Change
- Make a State of Legal Residence Change

Using the personnel self-service functionality, a Service Member can:

- Update personal information
- Submit an Action Request (formerly a Personnel Action Request (PAR))
- Select benefits options
- Enroll in and monitor contributions to a Thrift Savings Plan (TSP)

Using the “view only” functionality within DIMHRS, a Service Member can view the following information and documents:

- Dependent Information
- Certificate of Release or Discharge from Active Duty (DD 214)
- Service Member Group Life Insurance (SGLI) Election
- DIMHRS pay slip
- Service Member Record Brief (SMRB)
- Currently Assigned Checklists
- Civilian education, Military education, awards, and Enlistment/Reenlistment information
- Contracts, evaluations, and photo
- Wage and Tax Statement (Form W-2)

Automated Pay Processes

DIMHRS automatically calculates the deduction for Basic Allowance for Subsistence (BAS) Meal Collections based on the number and type of meals provided for a given period and entered into the system. The system can allow administrators to conduct mass updates to the BAS Meal Collection Deduction for a group of Service Members. In the case of an adjustment, DIMHRS will notify the Service Members and their Commanders via email. This subsumes the functionality in the Defense Joint Military Pay System (DJMS) currently used to process BAS meal collections.

Additionally, DIMHRS automatically determines eligibility for involuntary separation pay, and processes eligible Service Member's involuntary separation pay amount. This will replace functions currently performed in DJMS, the Military Personnel Transition Point Processing System, and the Total Army Personnel Data Base.

Finally, a department configuration indicator initiates designated unit pay for individuals assigned to an authorized unit when training assemblies are approved. This subsumes functionalities in DJMS, the Regional Level Application Software (RLAS) and the Joint Uniform Military Pay System Standard Terminal Input System (JUSTIS).

Recoupment

In DIMHRS, recoupment will be initiated in a pending status for 30 days before the system begins to collect on the debt. Automated email notification will be sent to any Service Member who is subject to an initiated recoupment. Automated recoupment will be pro-rated based on the time served against the obligation. Service Members can initiate an online request for the remission, cancellation or waiver of a pending recoupment. The DIMHRS recoupment process streamlines the data entry process, reduces the opportunity for human error and includes recoupment information on Service Member pay slips. This functionality replaces DJMS recoupment capability.

Garnishments

Currently, all court-ordered garnishments with the exception of tax levies are processed by the Cleveland office of the Defense Finance and Accounting Service (DFAS). These deductions will be interfaced into DIMHRS, and the system will deduct the garnishment based on the rules provided. Tax levies will be entered directly into DIMHRS. In all cases, the Service Members affected will receive email notifications informing them of the pay impact. The DIMHRS garnishments deduction process subsumes the garnishment capabilities in DJMS.

Payroll Taxes

The actions of enlistment/commissioning and prior service accession (called “hire” and “re-hire” in DIMHRS) establish a Service Member’s pay account, to include withholding exemptions. HR specialists or Service Members using DIMHRS self-service can update state and federal tax withholding information as well as DD Form 2058 (State of legal residence) information. DIMHRS automatically calculates entitlements, Combat Zone Tax Exclusion and tax withholding eligibility. Service Members can use the system to view their W2 and W4 forms, as well as print the W2. This subsumes functions currently performed in DJMS and MyPay.

Advantages

DIMHRS yields some significant advantages over current pay procedures. The use of a single system eliminates the potential for error when a Service Member is transferred between assignments or components. Personnel actions automatically compute pay events, which further streamlines the process, helping to ensure Service Members receive their pay in a timely and accurate fashion. DIMHRS helps to ensure that the Army is supporting today’s Service Members using today’s technology.